



**Agenda Item Number: 2005-2-4B**

## **BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS**

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**Meeting Date:** February 22, 2005

**Department:** Finance   **Contact:** Dan Mayfield, Deputy County Manager Budget & Finance  
Teresa Byrd, Budget Director

**TITLE:**            Upgrading the Oracle Budget Database

**ACTION:**        Motion to approve expanding the Scope of Services of the current contract with POD, Inc., which is in excess of \$100,000.

### **SUMMARY:**

The County currently utilizes a manual process for updating the budget database, developed in the early 1990's. Many of the standard reports are not being updated due to the manual process involved and can no longer be utilized by Budget staff. In addition, in compliance with State regulations the County must submit its financial data on the State's prescribed forms by June 1<sup>st</sup> of each year. The County has been unable to meet this deadline due to this manual system.

The Budget Department is currently "piggybacking" off of an existing State contract with POD, Inc. to automate the budget system in order to meet the State reporting requirements. POD Inc. was recently selected as one of the State's "Best Value Vendors" in providing services in Computer Programming, Database Management and IT Planning, Analysis and Integration. Per NMSA 13-1-129, Procurements under Existing Contracts, the County may piggyback off State of New Mexico's price agreements without having to issue a formal Request for Proposal (RFP).

The Budget Department requests Board approval to expand the scope of services in the original contract with POD, Inc. to create a new automated budget database that provides the Budget Department with the ability to produce and customize their own reports. If the Board approves this action, POD Inc. will begin the expansion of services with an approximate completion date within three to six months at a cost of \$205,000. Pursuant to Resolution AR-15-2005, contracts exceeding \$100,000 require Board approval.

### **ATTACHMENT:**

1. SPD# 32-000-00-00088

### **FISCAL IMPACT**

Financial System Capital Outlay	BC01-578301-08GS	\$205,000
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# STAFF ANALYSIS SUMMARY

## COUNTY MANAGER

The current budget system is obsolete and the County's External Auditors Report included a finding of non-compliance with the June 1<sup>st</sup> State reporting requirement. The new system will address this issue and provide County Budget staff with the necessary tools to provide a quality budget report. I recommend Board approval. TL 2/17/05

## LEGAL

This is the correct procedure to expend money on a contract exceeding \$100,000. TDC 2/9/05

## FINANCE

### Budget

Appropriation for the budget system was included in the General Fund for FY05. Funding is available in BC01-578301-08GS in the Finance systems capital outlay line item. Teresa Byrd, Budget Director

### Purchasing

Per Section 13-1-129 of the New Mexico State Procurement Code - Procurements Under Existing Contracts, the Budget Department may piggy back off the State of New Mexico's SPD# 32-000-00-00088 with POD, Inc to provide database development solutions and services. Lisa Sedillo-White, Purchasing Director 02/08/05

### Contracts

No comment required. Lisa Sedillo-White, Purchasing Director 02/08/05

### Information Technology

The Information Technology supports the need for a new budget system. Resources have not been available to provide this service in-house. Upon implementation of the system, IT and Budget staff will review and determine the level of assistance required from the IT Department. Becky Darrow, Information Technology Director 2/15/05